



DEPARTMENT OF THE NAVY

NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO
2000 WEST MARINE VIEW DRIVE, BLDG 2102
NAVAL STATION EVERETT, WASHINGTON 98207-2600

NAVRESREDCOMREG22INST 12630.1B
N01
20 Dec 99

NAVRESREDCOM REG TWO TWO INSTRUCTION 12630.1B

Subj: EMERGENCY/INCLEMENT WEATHER PLAN

Ref: (a) Human Resources Manual (HROMAN)

Encl: (1) Seattle Federal Executive Board Hazardous Weather
Advisory Plan

1. Purpose. To update procedures for the coordination of curtailment or cessation of non-critical operations at Commander, Naval Reserve Readiness Command Region Twenty-two due to emergency or inclement weather conditions.

2. Cancellation. NAVRESREDCOMREG22INST 12630.1A.

3. Background. Extreme weather conditions and/or unforeseen emergency conditions may make it advisable to close down all or part of the Headquarters, involving early dismissal, or the granting of administrative leave to civilian employees. Paragraph 15 on page 2-23 of reference (a) provides the guidelines on emergency dismissals in such circumstances. Reference (a) has been adopted as this command's civilian personnel policy. Enclosure (1) has been updated and must be reviewed by all personnel.

4. Action

a. During normal working hours, the Chief of Staff will ensure department heads and special assistants are advised of any decision regarding curtailment/cessation of operations due to severe weather conditions. These individuals will spread the word to their affected personnel.

b. During off-duty hours, the staff will follow Naval Station (NAVSTA) Everett's lead using these procedures:

(1) The Staff Duty Officer (SDO) will ascertain weather conditions and operating status before 0500 through personal observation and contact with the NAVSTA Everett Command Duty Officer at (425) 304-3366, and by listening to KIRO TV channel 7 and/or radio 710 AM.

(2) If the SDO ascertains weather conditions will make commuting hazardous or NAVSTA Everett issues a closure notice, the SDO will call the Chief of Staff no later than 0500 with a recommendation.

The Chief of Staff will determine the degree of staff operations for the day.

(3) If the Chief of Staff directs that REDCOM TWO TWO should cease or curtail operations, the SDO will call the Department Heads and Special Assistants to start their trees, ensuring all concerned are notified. The phone call tree must be completed by 0530, as many staff members begin their commute early.

(4) Staff members residing outside Snohomish County who begin their commute prior to 0530 should call their Supervisor, Department Head, or the SDO to determine staff operating conditions.

c. If staff operations cease:

(1) Military personnel will be given the day as special liberty.

(2) For civilian personnel, the rules set forth in reference (a) will apply.

d. If staff operations are curtailed and a **delayed** opening is authorized:

(1) Military personnel will make every effort to report for duty by the delayed opening time. Personnel unable to safely reach the command will report to their supervisor by telephone no later than the delayed opening time. These individuals will be granted special liberty or leave, as the supervisor considers appropriate under the circumstances.

(2) Civilian personnel will be given administrative leave from the beginning of their shift until the delayed opening time.

(a) A liberal leave policy will be in effect if a civilian employee feels that traveling to work would be hazardous. The balance of the work day hours from the delayed opening time to the end of the persons shift will be charged as annual leave, leave without pay (LWOP), or compensatory time earned to be determined by the employee.

(b) Employees should report by telephone to their supervisors no later than the delayed opening time if they will be taking annual leave, LWOP, or compensatory time earned.

e. Even if staff operations are not curtailed, the safety of our personnel will always be the primary concern regarding commuting during hazardous weather conditions. As staff members live in different geographic locations, the conditions near their home may make driving dangerous. In those cases:

(1) Military personnel will still make every effort to report for duty. Personnel unable to safely reach the command will report to their Supervisor by telephone no later than 0730. These individuals will be granted special liberty or leave, as the Supervisor considers appropriate under the circumstances.

(2) A liberal leave policy will be in effect if a civilian employee feels that traveling to work would be hazardous. The employee will be charged a day of annual leave, leave without pay, or compensatory time earned, as mutually agreed upon by the employee and supervisor, given the circumstances.

f. Department Heads and Special Assistants are to ensure that this policy is given widest dissemination and is understood by all employees.



D. A. NORRIS
Deputy

Distribution:
NAVRESREDCOMREG22INST 5216.1J
LIST A

POLICY STATEMENT

The goal of the Seattle Federal Executive Board Emergency Situation Advisory Plan is to protect the health and safety of Federal employees when any situation arises that prevents significant numbers of employees in the Seattle Federal Executive Board area from reporting for work on time or which requires agencies to close all or part of their activities, including adverse weather conditions (snow, severe icing, floods, earthquake, and high winds), disruptions of power and/or water, interruptions of public transportation, and other emergency situations.

The plan will be put into effect when it has been clearly demonstrated that existing or forecasted emergency situations will prevent significant numbers of Federal workers from safely traveling to or from work.

The Seattle Federal Executive Board will gather as much information as possible from relevant sources (including the National Weather Service, the Federal Protective Service, public transportation, the State Patrol, and other local governments) before making a recommendation to shorten work hours or close Federal offices.

When actual or forecasted weather conditions warrant, the Seattle Federal Executive Board will issue a hazardous weather advisory. This advisory is a recommendation to the heads of Federal agencies in the greater Seattle area. Each agency head is responsible for determining when his/her agency will be closed, when to grant administrative leave, and when to apply an unscheduled leave policy. By participating in this plan, an agency is expressing its desire to coordinate its plans with other Federal agencies in the Seattle area through the recommendations of the SFEB.

DEFINITIONS OF ADVISORIES

UNSCHEDULED LEAVE -- Means Federal agencies will open on time, but employees not designated as "emergency employees" may take annual leave or leave without pay (LWOP) without the prior approval of their supervisors. Employees should inform their supervisors of their intentions. Employees designated as "emergency employees" are expected to report for work on time.

DELAYED ARRIVAL -- Means Federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charged to leave for non-emergency employees who experience serious commuting delays. Employees designated as "emergency employees" are expected to report for work on time.

DELAYED ARRIVAL/UNSCHEDULED LEAVE -- Means Federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charged to leave for non-emergency employees who experience serious commuting delays and employees not designated as "emergency employees" may take annual leave or leave without pay (LWOP) without the prior approval of their supervisors. Employees should inform their supervisors of their intentions. Employees designated as "emergency employees" are expected to report for work on time.

EARLY DISMISSAL -- Means Federal agencies should dismiss employees in an expedient manner. Agencies should not charge leave but grant excused absences. Emergency employees would be expected to stay for their normal work schedule.

FEDERAL AGENCIES BE CLOSED -- Means employees are excused from duty without loss of pay or charge to leave. "Emergency employees" are expected to report for work on time.